

# 1<sup>st</sup> Quarterly Report



## Community Initiatives for Common Understanding

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**Project Title:** Community Initiatives for Common Understanding

**Donor:** USAID - CMM

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**Status of Report:** Quarterly Report, 1 June 2013 – 31 August 2013

## 1. Introduction

Saferworld, in collaboration with Child Workers in Nepal Concerned Centre (CWIN) and Informal Sector Service Centre (INSEC), is implementing a 3-year project entitled ‘Community Initiatives for Common Understanding’ (CICU), funded by USAID. Based on the assumption that constructive interaction and cooperation at the community level for peace and development can bridge political, ethnic and ideological divides, the project aims to contribute to an environment that is shaped by trust and strong social ties between communities, including conflicting groups and local authorities, which makes them resilient to social divides, insecurity and conflict.

The project has three expected results:

- **Result 1:** *Barriers to peaceful dialogue are broken down and mutual understanding and appreciation of grievances between conflicting groups increased.*
- **Result 2:** *Conflicting groups are able and willing to identify activities for development and reconciliation and collaborate toward their implementation*
- **Result 3:** *State actors at district and national level are better aware of and willing to integrate lessons learnt into conflict sensitive development and rehabilitation programming.*

While the project follows a community-based approach, it mainly focuses on 9,000 hard-to-reach and at-risk young people, including former ex-combatants. Secondary audiences for this project are government stakeholders and decision makers at the district and national level. The project is implemented in 5 districts of Nepal: Kailali, Surkhet, Banke and Bardiya in the Mid- and Far West; and Sunsari in the East. It targets 3 VDCs in each district.

## 2. Context Update

The Interim Election Council (IEC) is expected to hold elections in November. The president has endorsed an ordinance forwarded by the government to increase the size of the Constitution Assembly (CA) to 601. The number was increased as a result of an agreement between the government and the Madhesi Janaadhikar Forum –Nepal (MJF-N), a terai based party led by Upendra Yadav and the newly formed janjati dominated party- Federal Socialist Party (FSP) led by Ashk Rai, the former vice chairman of UML. These two parties

had previously opposed the elections in November, however, with the increase of the CA assembly, have now agreed to participate.

Despite attempts by the office of the president to reconcile all the opposing sides, this election will take place without the 33 party-alliance led by CPM-Maoist. The CPM-Maoist party has accused the government of acting on the advice of foreign powers, blaming this foreign intervention for the failure of attempts at compromise. As a result, the opposing 33 parties' alliance has announced a series of protest programmes. Both parties – the government and the 33 parties' opposition – are determined to implement their respective agendas: the government to hold the election at any cost and the opposing 33 parties' to thwart the election by any means – peaceful or forceful. There is growing tension related to the elections and the lack of party politic agreement, and there are worrying sign of conflict. Some of these signs include the following: a series of *Bandhs* called by the opposition, a number of which have turned violent (like setting the passenger bus ablaze in the district of Kavre adjacent Capital); the bomb blast in the government office in Sarlhai district in the south bordered to India); the threats by the opposition that they would kidnap any candidate who dares to file for candidacy; and the government decision to mobilize the Nepal army.

Those political parties who plan to participate in the upcoming election have started preparing their election manifestos and key candidates within each major political party have been identified. The international community, including EU, has lent support for the November election. The newly appointed Indian Foreign Secretary, Sujata Singh, visited Nepal in September and met major political leaders, advising that the election be held on time as planned. She also assured that India would provide all necessary support for the election.

At the district level, all major political parties, including UCPM, NC, UML, RPP and number of Madhes based parties, have intensified their election related activities. The district level leaders are securing candidacy from their respective headquarters, and as a result most of them are currently in Kathmandu visiting their party headquarters. Outside of the party headquarters, activities are limited to the district office and their cadres. The general excitement and interactions taking place at the national level have not filtered down to the district level and there is general public fatigue and wariness around the elections.

Within this context, a large Nepali festival is about to begin in two weeks' time. The noted election fever is bound to increase during and after the festival. The heightened levels of tension at the capital level are also penetrating to some of the districts, including some untoward incidences in the project district. Political observers are expecting an increase in violent incidences in the terai district as the election draws near. This may have implications

for staff movement in the district and various project activities may be affected and might cause some delay in achieving the Quarter 2 Milestones.

### **3. Accomplishments**

This progress report covers the first quarter (Q1) of the CICU project. This preparatory period was used to launch the project, sign agreements with partners, put key administrative requirements and procedures in place, purchase key equipment and familiarize Saferworld staff and partners with the project. This quarter also saw the methodology training provided by Saferworld to partner organisations INSEC and CWIN.

The following Milestones and related Outputs were achieved this quarter:

#### **a) Milestone 1, Output 1.1 Office equipment for Year 1 purchased**

Saferworld has purchased the following equipment in the framework of the CICU project:

- 1 Canon IR-2520 Multifunction printer/photocopy machine, to be used by Saferworld;
- 1 HP Probook 4550s laptop for Saferworld CICU project staff;
- 5 HP Probook 4550s laptops each for partners CWIN and INSEC; these laptops will be specifically for the district coordinators to be used for the implementation of the CICU project.

Laptops for partners have been handed over and are now being used by the district coordinators. An inventory list for the equipment purchased for this project has been provided to USAID as MoV for Milestone 1.

#### **b) Milestone 1, Output 1.2 Sub-agreements signed with CWIN and INSEC, with details on responsibilities and deliverables**

The project teams have been established in all 3 organizations that are contributing to this project. CWIN and INSEC have identified their respective central level Project Coordinators, Geeta Gautam (INSEC) and Dhruba Gautam (CWIN); and have hired one coordinator for each district to focus on the CICU project.

For Saferworld, Julie Brethfeld (Saferworld Nepal Programme Country Representative) will act as Project Director; Anil Poudel will be the Project Coordinator; Ramesh Shrestha and Surya Kumari Bishwokarma will work as Project Officers. The team will be supported by Planning, Monitoring & Evaluation Coordinator Ramesh Nidhi Bista and Saferworld's Regional Security and Justice Advisor Chiran Thapa. Finance Officer Kiran

Thapa will play a key role in providing support for finances and administration. The Saferworld Nepal team will be supported as necessary by staff based in the Saferworld London office.

Sub-agreements have been signed with partners CWIN and INSEC. The sub-agreements include:

- purpose and expected results of the CICU project;
- key responsibilities of partners as well as Saferworld;
- reporting requirements;
- financial arrangements;
- special requirements, esp. USAID compliance requirements according to ADS Chapter 303;
- Terms of Reference (TOR); these include a description of activities and the roles and responsibilities partners have in successfully implementing the activities;
- Means of Verification (MoV);
- Project budget per partner.

Additionally, Saferworld organized a meeting with the INSEC and CWIN senior management and Project Coordinators at the end of June 2013, prior to the partner training workshop, to familiarize them with USAID's compliance requirements.

Saferworld also participated in several meetings with USAID during which compliance issues, including on reporting requirements, Marking and Branding, M&E and environmental requirements were explained. In addition, USAID and Saferworld agreed to meet monthly for progress updates. Saferworld has also participated in meetings with other USAID partners as well as bilaterally with CMM partner Mercy Corps to share information about their respective projects and to ensure that projects complement each other.

As per the Milestone requirements (26.1.2), Saferworld will organize the first CMM Regional Quarterly Meeting which will take place on 24 – 25 October in Nepalgunj. An agenda will be prepared and shared in advance.

Copies of the sub-agreements and the project organizational chart have been provided to USAID as MoV for Milestone 1.

**c) Milestone 1, Output 1.3 Partner training workshop on P2P approach, conflict- and gender-sensitivity and 'do-no-harm'.**

As per the agreed Milestones Plan, a methodology workshop was organised to train the staff of our partner organisations, including their district representatives, on the people to people (P2P) approach, conflict and gender sensitivity and 'do no harm.'

From 5-8 August 2013, Saferworld organized a training workshop for partners. The workshop brought together the central level Project Coordinators of each organisation; Saferworld's Project Officers working on CICU; INSEC's and CWIN's District Coordinators; as well as Saferworld's Country Representative and CICU Project Director; INSEC Executive Director and CWIN's Chief Executive Officer. The workshop was facilitated by different Saferworld experts, including Saferworld's Policy and Advocacy Officer and Planning, Monitoring and Evaluation Coordinator.

The workshop had three major objectives. Firstly, to train the participants on the P2P approach, conflict and gender sensitivity, do no harm, and conflict sensitive M&E. Secondly, to orient them on the project, including detailed discussions on each milestone, related activities, and monitoring and evaluation needs. A work plan for the first half of the project was also prepared. Finally, the workshop provided the district level staff members with an opportunity to network with each other so that they could start sharing their best practices and lessons learned both within and across the districts.

A Training Summary report was previously submitted to USAID as MoV for Milestone 1. Please review these documents for further details.

#### **4. Challenges and Lessons Learnt**

To date no challenges have been experienced. However, as noted above, we foresee that there may be disturbances in the districts as a result of the upcoming elections. Saferworld will endeavour to keep USAID informed of the context and the related impact this may have on the project activities.

Since the project is at its initial stage, there are no lessons learnt yet.

#### **5. Success Stories**

Since the project is at its initial stage, there are no success stories to report.

#### **6. Quarterly Work Plan**

Please see Annex A for a full overview of the Work Plan.

## 7. Monitoring & Evaluation Performance

The following activities were completed in the area of Monitoring and Evaluation:

*a) Development of quarterly reporting template for partners*

A template for partners' quarterly progress report was drafted. The template aims to collect information on the status of project activities in the reporting quarter. Special focus has been given in the template to documenting significant achievements, lesson learned and risk and challenges encountered during the reporting period. The template will be finalized in the next quarter. The partner will start using the template from the next quarter.

*b) Orientation on the requirements of milestones monitoring*

Milestone monitoring is an important component of the CICU project, with targets to be achieved for every quarter. The district and national coordinators of both the implementing partners - CWIN and INSEC- were made aware of the importance of milestones monitoring during the P2P training held in early August 2013. They were specially coached on the various elements (e.g. level of data disaggregation, document formatting, training data maintenance) of reporting requirement to USAID.

*c) Development of project logframe*

A preliminary draft of the CICU project logframe was developed. The logframe will be discussed with the implementing partners in the next quarter. Based on the findings of the baseline study a second version will be finalised in the next quarter.

*d) Preparation for baseline*

The preparation of the baseline study (a milestone for the next quarter) has been initiated. The district coordinators are currently collecting contextual data for the purpose. The following key contextual data is being collected:

- VDC level demographic data
- Tensions, incidences of insecurity/violence (data from SW analysis; CWIN analysis; data from INSEC and the police; desk research)
- Presence of ex-combatants
- Youth population (if possible, number of youth who have migrated to other countries for work)
- Other similar initiatives by different stakeholders (to avoid duplication and maximise synergy); who is doing what?
- Reach of service providers (government line agencies and other service providers)

- Willingness of the communities, including of local government stakeholders, to work on this issue
- Partners' presence (or outreach possibilities and challenges)
- Other key challenges to work in the VDC

## **8. List of Annexes**

The Annexes included here are the following:

- A) Quarterly Work Plan
- B) List of Milestone reports and delivery dates
- C) Inventory list and photos of office equipment purchased
- D) Photos of partner organizations in training

Please review the previously submitted MoV Milestone Reports for proof of Milestone completion.



## Annex A – Quarterly Work Plan

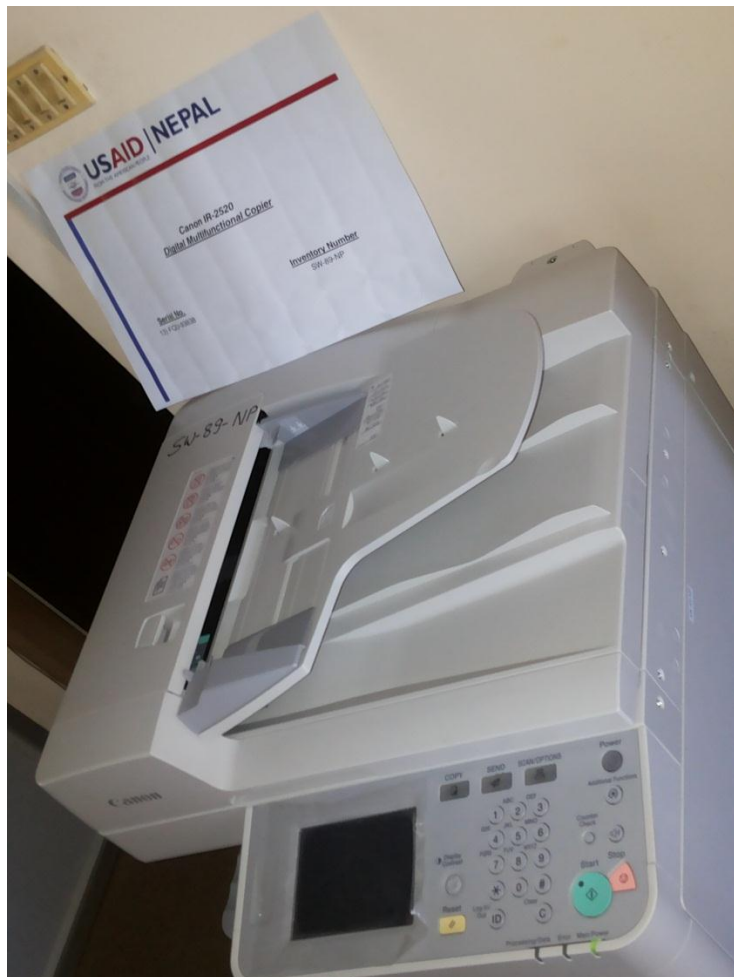
<b>Milestone</b>	<b>Outputs/Activities Planned this Quarter (June 1 – August 31 2013)</b>	<b>Planned Timeline</b>	<b>Status (Completed / On track / Not completed / Not on track)</b>
1. Project is launched	1.1 Project equipment purchased	Q1	Completed
	1.2 Sub-agreements signed with CWIN and INSEC	Q1	Completed
	1.3 Partner training workshop on P2P approach, conflict- and gender-sensitivity and 'do-no-harm'	Q1	Completed
<b>Milestone</b>	<b>Output/Activities Planned next Quarter (Sept 1 – November 30 2013)</b>	<b>Planned Timeline</b>	<b>Status (Completed / On track / Not completed / Not on track)</b>
2. Programmatic project start-up completed	2.1 Identification and selection of 15 VDCs in USAID approved districts	September, Q2	District and VDC level data compilation complete. The VDCs will be selected in the beginning of the next quarter
	2.2 Baseline study carried out and draft baseline survey completed	November, Q2	On track
	2.3 Project Advisory and M&E committees established in each district with key stakeholders from administration and civil society agencies	October, Q2	On track
	2.4 Project presented to each of the 15 selected VDCs and support gained	November, Q2	On track
3. Reconciliation and Development Forums (RDF) established	3.1 RDFs established in each of the 15 VDCs, and ToRs developed	Q2	On track
	3.2 RDFs' training needs assessed	Q2	On track
	3.3 All 15 RDFs participated in capacity building activities based on training needs report	Q2	On track
26. Documentation of project progress in year 1 on quarterly basis	26.1 CMM Quarterly regional Meeting	October, Q2	On track

## Annex B – Quarter 1 Milestones: June 1 2013 to August 31 2013

Quarter	Milestones	Estimated Timeline for Completion	Description of milestones and Outputs	MOV - Reports Required	Date Completed and Submitted
Q1	1. Project is launched	31 August, 2013, Q1	1.1 Office equipment for Year 1 purchased (laptops for INSEC (5), CWIN (5), SW (1); photocopy-printer machine for SW)	1.1.1 USAID's receipt of complete inventory list of office equipment/furniture purchased through the project and photos of equipment purchased	2 September 2013
				1.1.2 USAID to conduct an on-site verification of the inventory list (optional)	26 September 2013
			1.2 Sub-agreements signed with CWIN and INSEC, with details on responsibilities and deliverables	1.2.1 USAID's receipt of copies of signed agreement with CWIN and INSEC	20 September 2013
				1.2.2 USAID's receipt of Saferworld's project organizational chart	26 September 2013
			1.3 Partner training workshop on P2P approach, conflict-and gender-sensitivity and 'do-no-harm'	1.3.1 USAID's receipt of a training summary report as below: <ul style="list-style-type: none"> <li>• Pages: 5-7 , with one page profile on each partner</li> <li>• Content: background, partner profile (experience, capacity needs, etc.) methodology, summary of workshop, lessons learned, plans to employ lessons learned, conclusion</li> <li>• Annex: agenda, photos of partner organizations and training, agenda, participants list and signatures, before/after knowledge survey</li> </ul>	5-8 August 2013  26 September 2013

## Annex C – Q1 Inventory List and Photos of Office Equipment

### Photos



## Inventory List

S.N	Voucher No	Product Name	Serial	Model	Inventory No	Inventory No	Name of user	Value (NPR)	Exist	Condition	Remarks
		Name of particular	Engine number		(Nepal)	(UK)			YES / NO		
1		HP Probook 4540s	2CE3141154	ProBook 4540s	SW - 70 - NP			58,000.00	Yes	Good	
2		HP Probook 4540s	2CE31411P2	ProBook 4540s	SW - 71 - NP			58,000.00	Yes	Good	
3		HP Probook 4540s	2CE31411R13	ProBook 4540s	SW - 72 - NP			58,000.00	Yes	Good	
4		HP Probook 4540s	2CE31411R4	ProBook 4540s	SW - 73 - NP			58,000.00	Yes	Good	
5		HP Probook 4540s	2CE31411TB	ProBook 4540s	SW - 74 - NP			58,000.00	Yes	Good	
6		HP Probook 4540s	2CE31411RV	ProBook 4540s	SW - 75 - NP			58,000.00	Yes	Good	
7		HP Probook 4540s	2CE31411RS	ProBook 4540s	SW - 76 - NP			58,000.00	Yes	Good	
8		HP Probook 4540s	2CE31411QX	ProBook 4540s	SW - 77 - NP			58,000.00	Yes	Good	
9		HP Probook 4540s	2CE31411TJ	ProBook 4540s	SW - 78 - NP			58,000.00	Yes	Good	
10		HP Probook 4540s	2CE31411QD	ProBook 4540s	SW - 79 - NP			58,000.00	Yes	Good	
11		HP Probook 4540s	2CE31411QB	ProBook 4540s	SW - 80 - NP			58,000.00	Yes	Good	
12		CANON IR-2520 Multifuntion Copier	FQU-93838	Canon iR-2520	SW - 89- NP			201,200.00	Yes	Good	

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## Annex D – Photos of Partners in training



Figure 1: P2P Training participants busy in group work



Figure 2: Group Photo of P2P Training Participants





Figure 3: CWIN Director giving her remarks on the first day of P2P training

